

FAIRFAX AREA AGENCY ON AGING

VOLUNTEER JOB DESCRIPTION

POSITION TITLE: Meals on Wheels Driver Coordinator

PROGRAM: Home-Delivered Meals

AREA OF RESPONSIBILITY:

- ◆ **Goal:** To schedule drivers for daytime delivery (Monday through Friday) for the Home-Delivered Meals Program.
- ◆ **Tasks:**
 1. Develop a monthly schedule of drivers for one or more Meals on Wheels routes using the existing pool of drivers.
 2. Schedule substitute drivers on a short-term basis when a scheduled driver is unavailable - might include same day substitutions.
 3. Inform new volunteer drivers of policies and procedures related to meal delivery.
 4. Request assistance from the FAAA Volunteer Development Unit with recruitment of volunteer drivers via print and broadcast media, as needed.

TIME COMMITMENT: Two to four hours per month, plus availability when possible, to identify substitute drivers on short-term notice.

QUALIFICATIONS:

- ◆ Good telephone presence/communication skills.
- ◆ Organizational skills.
- ◆ Flexibility.
- ◆ Valid driver's license.

VOLUNTEER BENEFITS:

- ◆ Coverage under the County's secondary liability insurance program.
- ◆ Mileage reimbursement for business related to arranging for meal service or delivery of meals to clients.
- ◆ Regular issues of Volunteer Vibes.

TECHNICAL SUPPORT:

Jan Kikuchi, Supervisor
FAAA Nutrition Program

Pam Graff, Supervisor
Volunteer Development Unit